1. **For 2013-2014 KDE funding, who is eligible to take the WorkKeys?**

   For KDE funding, all preparatory seniors who are enrolled in Career and Technical Education programs are eligible to take WorkKeys. Testing must occur within the timeframe of February 1st – March 31, 2014. Other students are eligible to take WorkKeys, as well as testing outside the KDE testing window; however, your district/school will be responsible for the costs of testing students who are not preparatory seniors or testing students outside the testing window. Only preparatory seniors are included for accountability reporting. If a preparatory student who is not a senior takes the WorkKeys, accountability reporting will not count until their senior year.

2. **What is the definition of a preparatory student?**

   A preparatory student is one who has completed two career and technical education credits in a preparatory program and is currently enrolled in at least the third credit course(s).

3. **Can a student test if they are not enrolled at the Area Technology Center?**

   For 2013-2014, if the student is a preparatory senior enrolled in Career and Technical Education program, they are eligible to take WorkKeys. They can be enrolled at the high school, Career and Technical Center, or Area Technology Center.

4. **What if a school wants to test additional students or outside the testing window?**

   Schools can test other students, besides preparatory seniors, and/or test outside the testing window (February 1 – March 31, 2014). However, schools are responsible for the costs associated with this. If testing additional students, schools are responsible for the testing fees. Each assessment is $6.00 per student *(a total of $18.00 per student for Applied Mathematics, Locating Information, and Reading for Information).* There is also a $2.75 charge for each certificate earned. If testing outside the testing window, schools will be charged a $2,000 RegiStar account license fee from ACT/WorkKeys. Schools that test within the testing window will not be charged this license fee, since this has been included on the state contract.

5. **What schools can give the WorkKeys test?**

   Schools must be an approved testing site through ACT/WorkKeys. Further information on how to become an approved testing site will be conveyed in late November/early December. Students may be tested at the high school, Career and Technical Center, or Area Technology Center.

6. **What trainings are available and required to administer WorkKeys?**

   All staff who administer, proctor or work with WorkKeys testing in any capacity must view the WorkKeys PowerPoint Trainings and KDE's Administration Code and Inclusion of Special Populations Training. These trainings can be located on the KDE web site at:

   http://education.ky.gov/CTE/Pages/ACT-WorkKeys.aspx

   http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx

   For paper/pencil testing, there is also a WorkKeys Supervisor's Manual that must be reviewed and a form in the manual (A-1) must be signed and faxed to WorkKeys stating the manual has been reviewed. The WorkKeys Supervisor's Manual can be located on the ACT/WorkKeys web site at:

   http://www.act.org/workkeys-private/manuals/SupervisorsManual.pdf

For online testing, further instructions regarding training will be conveyed to you by ACT/WorkKeys.

7. Is there a deadline for completing test administration trainings?

All assessment related trainings and documentation must be completed prior to the start of the WorkKeys testing window.

8. Are there practice tests available?

There are sample practice test questions available on ACT/WorkKeys web site, located at:

http://www.act.org/workkeys/assess/sample.html

There are also other sample practice test questions located on the web site:

http://www.michigan.gov/documents/mde/Preparing_for_the_WorkKeys_Assessments_209367_7.pdf

In addition, ACT/WorkKeys sells prep packages that are $2.75 per each assessment. Your district/school is responsible for this expense.

9. When is the WorkKeys testing window?

The WorkKeys testing window is February 1 – March 31, 2014.

10. Will WorkKeys tests be administered pencil/paper or online?

For WorkKeys, both options are available for use. If you are testing online, there is a one-time setup fee of $105.00. Your district/school is responsible for this expense. There are minimum technical requirements that must be met. The Technical Checklist is located on the ACT/WorkKeys web site at:

http://www.act.org/workkeys/tech/index.html

11. Are WorkKeys tests timed?

Applied Mathematics, Reading for Information, and Locating Information are timed tests: 55 minutes for internet-based; 45 minutes for paper/pencil method. Tests with accommodations and testing with extended time vary in timing per test. This information is located in the WorkKeys Supervisor's Manual, located at:

http://www.act.org/workkeys-private/manuals/SupervisorsManual.pdf

You must also allow additional time for students to complete the demographic information before the tests.

12. Can students retest?

Students can retest, if they wish. A student only needs to take the assessment (Applied Mathematics, Locating Information, or Reading for Information) they want to improve their score on. They do not have to retake all three assessments. Each assessment costs $6.00 per student. The district/school is responsible for retesting costs.

13. Can calculators be used on WorkKeys?

ACT permits examinees to use a calculator for the Applied Mathematics test, but not on any of the other tests. Use of a calculator is optional. Information regarding permitted calculators, prohibited calculators, and calculators permitted with modification can be located on the ACT/WorkKeys web site at:

http://www.actstudent.org/faq/calculator.html

14. What is acceptable practice for preparing students for the WorkKeys?

Detailed test preparation policies are addressed in the Administration Code Regulation Training. It is acceptable to have ongoing regular review of yearlong content, embed test taking strategies in regular content instruction, and administer WorkKeys like assessments throughout the year.

15. Will tests be available in formats such as Braille, large print or readers?

Accommodations for assessment shall be consistent with a student's current IEP, 504 Plan or PSP. Guidelines for accommodations are also located in the WorkKeys Supervisor's Manual, (pages 16-21).

http://www.act.org/workkeys-private/manuals/SupervisorsManual.pdf

16. How do I register students for WorkKeys?

Students who are preparatory seniors must be identified in TEDS by January 15 to assess during the 2014 testing window. Schools will need to order WorkKeys assessments three weeks before the scheduled testing date. Further information on how to order WorkKeys assessments will be conveyed in late November/early December.

17. Can State Area Technology Centers and Locally Operated Centers administer tests to students at their feeder school?

It is acceptable for State Area Technology Centers and Locally Operated Centers to coordinate administration of the WorkKeys at the feeder school. Testing sites must be approved sites from ACT/WorkKeys. *Further information on how to become an approved testing site will be conveyed in late November/early December.*

18. Can we offer a makeup test session?

A makeup test session may be scheduled for students who are absent during the initial test session. Special care should be taken to ensure students who have completed the test do not discuss test content with students who will be participating in the makeup test session.

19. Will students receive their results immediately?

For online testing, students will receive immediate results. For paper/pencil testing, it may take up to 3 weeks to get results back. *If your district/school is planning to retest, you should test early in the testing window, so that you will have time to provide remediation and retest students.*

20. Will students receive National Career Readiness certificates?

Students must score a Silver, Gold, or Platinum level on each assessment (Applied Mathematics, Locating Information, and Reading for Information) to receive a National Career Readiness certificate. KDE will receive a scanned certificate from ACT/WorkKeys and these will be scanned/emailed to schools.

21. How are WorkKeys results reviewed when data comes in?

Closer to the testing window, schools will be given the KDE contract/site number. Within the testing window, KDE will have access to ACT/WorkKeys RegiStar account. This database will capture all students tested and their scores (within the testing window of 2/1-3/31). At a later date, scores will then be imported to TEDS. If schools test outside the testing window, these students and scores will not be captured in RegiStar account and will not be imported to TEDS. WorkKeys scores for these students will need to be manually entered in TEDS by school personnel.